

**U.S. DEPARTMENT OF STATE
U.S. CONSULATE GENERAL, RIO DE JANEIRO
PUBLIC AFFAIRS SECTION
GRANTS PROGRAM**



United States Consulate General - Rio de Janeiro

Funding Opportunity Title: U.S. Consulate General Rio de Janeiro Public Affairs Section Annual Program Statement

CFDA Number: 19.040 Public Diplomacy Programs

Date Opened: February 11, 2019

Application Deadlines: April 5, 2019 and June 7, 2019

Federal Agency Contact:
Rio de Janeiro Grants Committee

Email: GrantsRio@state.gov

I. Funding Opportunity Description

The Public Affairs Section at the U.S. Consulate General in Rio de Janeiro, Brazil is publishing this Funding Opportunity Announcement. This is an Annual Program Statement, which outlines program priorities and themes for this year. This document also outlines specific procedures for submitting funding proposals.

The U.S. Consulate General in Rio de Janeiro invites proposals that strengthen ties between the United States and Brazil, through cultural and exchange programs that highlight shared values and promote bilateral cooperation.

This Funding Opportunity Announcement focuses exclusively on the Rio de Janeiro Consular District, which includes the states of Rio de Janeiro, Espírito Santo, and Bahia only. Programs focused on other areas of Brazil are not eligible under this Funding Opportunity Announcement. U.S. entities, with the geographic focus noted above, are eligible to apply independently or as a partner to a Brazilian organization.

This notice is subject to availability of funds. The Consulate expects to make awards from \$3,000.00 - \$10,000.00 and makes no guarantee that any funds will be awarded under this Funding Opportunity Announcement.

Priority Program Areas:

- **U.S. – BRAZIL BILATERAL RELATIONSHIP**
Programs that seek to explain U.S. policies, culture, and values to Brazilian audiences, resulting in a positive impact on the bilateral relationship.

- **CITIZEN SECURITY**
Programs that address issues of combating and dismantling transnational criminal networks, law enforcement and civil society cooperation to fight crime and corruption, and exchanges that promote security cooperation.
- **ECONOMIC GROWTH**
Programs related to bilateral trade, investment, economic integration, entrepreneurship, innovation, intellectual property rights, and women's and girls' empowerment.
- **SOCIAL ISSUES**
Programs that seek to promote human rights, diversity, and inclusion.
- **ENGLISH TEACHING**
Programs that promote teacher training in areas related to English teaching or that enhance English learning among specific audiences.
- **INNOVATION AND ENTREPRENEURSHIP**
Innovation and Entrepreneurship, especially projects that aim to build capacity in both areas, and focus on inclusion of under-represented demographics, such as women, and Afro-Brazilians.

Activities that may be funded include, but are not limited to:

- English language programs;
- Youth community service projects that promote democratic processes, media literacy, and encourage volunteerism;
- Programs that teach entrepreneurship and promote social and economic inclusion for underserved communities;
- Programs that strengthen the bilateral educational and research relationship between the United States and Brazil; and
- Projects that strengthen capacity of local organizations.

Activities that **are not typically** funded include, but are not limited to:

- Social welfare projects;
- Paying to complete activities begun with other funds;
- Projects that are inherently political in nature or that contain the appearance of partisanship or support of individual or single party electoral campaigns;
- International travel, unless specifically justified within the project;
- Citizen exchange programs with foreign countries;
- Political party activities;
- Construction; and,
- Projects that support specific religious activities.

Authorizing legislation, type and year of funding:

Funding authority rests in the Smith-Mundt Act and Fulbright Hays Act. The source of funding is FY2019 Public Diplomacy Funding.

II. Award Information

Funding Instrument Type: Grants, Fixed Amount Awards, Awards to Individuals, or Cooperative Agreements. Cooperative Agreements are different from federal awards, which require more active involvement of Consulate staff in the grant implementation.

Estimated Total Funding (including both application deadlines): US\$20,000.00

Floor of Individual Award Amounts: US\$3,000.00

Ceiling of Individual Award Amounts: US\$10,000.00

The U.S. Consulate General in Rio de Janeiro reserves the right to award less or more than the funds described in the absence of worthy applications or under such other circumstances as it may deem to be in the best interest of the U.S. government.

Expected Number of Awards: The U.S. Consulate General in Rio de Janeiro expects to fund up to four proposals in total under this Annual Program Statement pending funding availability.

Project and Budget Periods: Proposed projects should cover a period of no more than 12 months. In rare cases, depending on the nature of the program, a project of more than 12 months may be considered. Since federal assistance awards are contingent on the availability of funds from the U.S. Department of State, applicants are encouraged to submit proposals with flexible start dates.

Payment Method: Funding will be disbursed in at least two installments: 80 percent upon signature of the award and the remaining 20 percent upon receipt and revision of required reports.

Eligibility Information: The U.S. Consulate General in Rio de Janeiro encourages applications from committed and organized civil-society organizations, local representatives of civil society, think tanks, non-governmental organizations, academic institutions, and individuals. For-profit, commercial firms, employees of the U.S. Consulate General and family members are not eligible to apply.

The U.S. Consulate General in Rio de Janeiro encourages applicants to provide cost-sharing from additional sources in support of the project. The Public Affairs Section also encourages projects that use highly skilled volunteers as an element of cost-sharing. Applications should explain clearly other likely sources of funding and how volunteers will be used.

III. Application Submission and Deadline

Proposals should be submitted online via email to the Public Affairs Section of the U.S. Consulate General in Rio de Janeiro at the following email address: GrantsRio@state.gov

Proposals will be considered in two separate cycles of funding.

The first deadline for proposals is April 5, 2019 at 11:59 PM local time (see detailed time frame below). Proposals received by this date will be reviewed by the Grants Committee in April 2019, to be awarded in May 2019.

The second deadline for proposals is June 7, 2019 at 11:59 PM local time (see detailed time frame below). Proposals received by this date will be reviewed by the Grants Committee in June 2019, to be awarded in July 2019.

Proposals will only be accepted as a Microsoft Word or Adobe PDF Document in English, Times New Roman 12 font, double-spaced with numbered pages.

To be eligible all proposals must include the following sections:

- **Cover Page:** This page should include the following information:
 - Project title;
 - Name of project manager;
 - Contact information (e-mail, phone number); and
 - Project Summary: Description of project in 100 words or less.
- **Background and Justification:** This section should describe the institution in a couple of paragraphs including the relevant experience and capabilities of the project manager.

This section should also include the following:

- The problem or critical issue that the proposal seeks to address, including geographic scope of the project;
 - How the proposal relates to the U.S. Mission Brazil and advances the U.S.-Brazil bilateral relationship;
 - Who will be the intended audience for this project;
 - Whether there are other programs and activities that will complement the proposal;
 - How the need for the project was determined;
 - Timeline for the project; and
 - Key personnel.
- **Objectives:** This section should describe what the project is expected to achieve in terms of effects on the intended audience. Specifically, the section discusses the changes that are expected to occur among the intended audience if project operations are successful.

Changes can include results such as new and improved technical skills and knowledge, increased income-generating capacities, and greater public awareness at the community. The proposal should specify how and when these objectives will be measured and evaluated.

- **Detailed Budget:** The budget for proposal should be prepared in U.S. dollars.

A list describing costs authorized by the U.S. Government can be found at [Cost Principles](#).

This section should also briefly describe the institution's procurement procedures and financial policies. The description should include the institution's standard accounting procedures and any relevant information regarding its financial situation.

- **Monitoring and Evaluation Plan:** This section should discuss proposed mechanisms and procedures for monitoring project operations to ensure that activities occur as planned, that they remain focused on stated objectives, and that appropriate corrective action is taken if required. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:
 - Setting SMART (specific, measurable, attainable, results-focused, and placed in a reasonable time frame) objectives;
 - Linking project activities to stated objectives;
 - Developing key performance indicators that measure realistic progress towards the objectives.
- **Risk Assessment:** This section should identify any possible risk that would keep the grantee from concluding the project as described, as well as a plan for mitigating and addressing those risks.
- **SF-424: Applicant must fill in and submit required forms available at:** [SF-424 Forms](#)

Institutions: Forms SF-424, SF-424A and SF-424B
Individuals: Form SF424i and SF-424B

- **UEI and SAM.gov Required Registrations. All organizations applying for federal awards (except individuals) must obtain these registrations. All are free of charge:**
 - Unique Identifier Number from Dun & Bradstreet (DUNS number)
 - NCAGE/CAGE code
 - www.SAM.gov registration

A quick guide can be downloaded at:

https://www.sam.gov/sam/transcript/Quick_Guide_for_International_Entity_Registration.pdf

Step 1: Apply for a DUNS number:

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform/index.jsp>

Step 2: Apply for NCAGE. Visit the [application page](https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx).
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Step 3: After receiving the NCAGE Code, proceed to register in SAM by logging onto: <https://www.sam.gov/SAM/>

SAM registration must be renewed annually.

These databases interface with each other, so the information in DUNS should match exactly with the NCAGE application and the same with SAM.

****Submissions that do not include all required sections, including required SF-424 forms, may not be considered.**

Proposals will be considered in two separate cycles of funding. Application Time Frame:

Cycle I

- February 11, 2019 Publication of Annual Program Statement
- April 5, 2019 1st Deadline for proposal submissions
- April 26, 2019 Proposals reviewed by Grants Committee
- May 31, 2019 Notification of approved and unapproved proposals

Cycle II

- June 7, 2019 2nd Deadline for proposal submissions
- June 28, 2019 Proposals reviewed by Grants Committee
- July 31, 2019 Notification of approved and unapproved proposals

Please note we do not accept ongoing projects. There is no need to contact the Mission to ask about the status of your proposal once you have received the confirmation e-mail acknowledging receipt of your proposal.

IV. Review and Selection Process

Each application submitted under this announcement will be evaluated and rated based on the following evaluation criteria. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed based on their completeness, coherence, clarity, and attention to detail. The Grants Committee will only review application materials submitted as directed in this program announcement.

Application Evaluation Criteria:

Goals and Objectives – The project is likely to provide maximum impact in achieving the proposed results and the organization. The applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress towards stated goals.

Strengths and Innovation – Applicant clearly describes how its proposal will address the requested program within the proposed time frame and articulates an innovative strategy or plan. The project builds civil society leadership and capacity, and demonstrates sustainable capacity building.

Budget and Budget Justification – The budget and narrative justification are reasonable in relation to the proposed activities and anticipated results and the plan for services is realistic.

V. Award Administration

Award Notices: The grant award or cooperative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is a U.S. government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the recipient. Organizations whose applications are chosen for funding will be notified in writing.

Reporting Requirements: All awards issued under this announcement will require both program and financial reports per a schedule specified in the award agreement. The disbursement of funds may be tied to the timely submission of these reports. All other details related to award administration will be specified in the award agreement as well.